

December 7, 2016

John Smith, President
ABC Railroad Company
12345 Main Street
P.O. Box 456
Anytown, MI, 78945

RE: New Local Grade Crossing Surface Program & Call for Projects

Dear Railroad Partner:

As you may know, the road funding package signed into law in December of 2015 included the creation of a new local public highway-railroad grade crossing surface program. The Michigan Department of Transportation (MDOT) has been tasked with development and administration of this annual program in accordance with its enabling legislation, details of which can be found in Act 51, MCL 247.661(1)(d), with relevant excerpts provided below for reference:

- (i) In prioritizing projects, the department shall consider **vehicular traffic volumes**, relative crossing **surface condition**, the ability of the railroad and local road authority to make **coordinated improvements**...
- (ii) The grade crossing **surface account shall fund 60% of the project**, with the **remaining 40% funded by the railroad company**...

In cooperation with the Michigan Railroads Association, the Michigan Municipal League, and the County Road Association of Michigan, MDOT has created a project solicitation and selection process that assures equal opportunity for all prospective participants. A brief overview of the inaugural program follows:

- **Applications will be accepted if received via e-mail or postmarked by January 27, 2017**
- Applications must be submitted by road agencies, in cooperation with a participating railroad
- **Applications must include detailed railroad estimates and updated vehicle traffic counts**
- Eligible project costs include materials, labor and equipment: engineering costs are not eligible
- **Applications will be evaluated and projects will be selected and announced by early February**
- Project selection will be in compliance with the criteria established in the new law
- **Project funding is expected to be authorized by early April, for the 2017 construction season**

All prospective projects require proof of 40% railroad participation and documentation that relevant MMUTCD-compliant traffic control plans have been approved by the affected road agency, so it is incumbent upon railroads and road agencies to work together to assure that applications are complete and accurate. Railroad work that will be performed by subcontractors needs to be identified as such; documentation of bids, subcontracts, or continuing contracts will be requested only after project selection. A suggested cover letter to assure compliance with these guidelines is attached for railroad use.

Application materials for road agency use are now available on-line at the MDOT Office of Rail web page. Please feel free to contact my office directly at 517-335-3054 if you have any questions.

Sincerely,



Kristian Foondle, Manager
Local Grade Crossing Programs
www.michigan.gov/mdotrail

Enclosure: sample RR cover letter

INSERT DATE

Road Agency Contact
Road Agency Name
Road Agency Address
Road Agency City, MI, ZIP

RE: New Local Grade Crossing Surface Program

Dear Road Agency Partner:

Per the requirements of the new local highway-railroad grade crossing surface program, it is our understanding that you are eligible to make application to the Michigan Department of Transportation (MDOT) for access to these annual program funds. Selected projects are to be funded with 60% state crossing funds, and 40% railroad funds – there is no expectation of any road agency financial participation. Application materials and instructions are now available on-line at the MDOT Office of Rail's web page, located at www.michigan.gov/mdotrail.

As part of the new program, railroads are required to provide detailed estimates (including confirmation of MMUTCD-compliant traffic control/detour plans that have been approved by the road agency) and a commitment by the railroad to provide 40% of the funding for any project selected as part of the program. Consequently, this transmittal is to validate that INSERT RAILROAD NAME has voluntarily submitted the attached detailed estimate for the work necessary to REBUILD or REPAIR the INSERT ROAD NAME crossing. The National Inventory number for this crossing is INSERT NI#. In the event the project is selected for funding, the INSERT RAILROAD NAME agrees to provide 40% of the necessary funding.

Please feel free to contact my office directly at INSERT RR PHONE if you have any questions about the railroad's proposal. If you have questions about the new surface program, you may contact MDOT's Local Grade Crossing Program Office at 517-335-3054.

Sincerely,

INSET RR CONTACT NAME
INSERT RR CONTACT TITLE

Attachments:

- ☐ Detailed railroad estimate or quote based on relevant unit pricing for crossing components
- ☐ Proof of continuing contract or intent to solicit competitive bids, if work is to be subcontracted
- ☐ Traffic control/detour plan validated with road agency

SPECIAL NOTE: in compliance with MCL 462.309(4), any change in elevation of a grade crossing greater than 1 inch requires advance mutual agreement between the railroad and road agency. Please be sure to review all proposed work and coordinate with the road agency accordingly.